

Xiaoqing (Robin) Chen

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Education

The Ohio State University, Fisher College of Business, Columbus, OH

MBA Major in Finance, June 2006

GPA 3.4/4.0

Centenary College, Hackettstown, NJ

B.S. in Accounting and B.S. in Marketing, May 2003

GPA 3.7/4.0

CPA Exam Passed, 2003

CFA Level I Exam Passed, 2004

Work Experience

HK CPA Corporation, Accountant, New York, NY

July 2003 – July 2004

- Participated in incorporating and dissolving a business.
- Prepared financial statements and corporation tax for 15 clients.
- Processed sales tax, payroll tax and county tax for clients from different states.
- Handled monthly journal entries.
- Communicated with clients and informed supervisors of all aspect of the accounts.
- Cooperated with independent auditors for financial statements attestation.

BASF Corporation Headquarters, Accounting Intern, Mt. Olive, NJ

March 2003 – June 2003

- Audited expense reports and communicated findings to the manager and employees.
- Processed Value Added Tax refund from British, Canada and Germany.
- Participated in maintaining Company Card and Expense Link system.

Mayor's Office, Accounting Intern, Hackettstown, NJ

October 2002 – March 2003

- Assisted the town CFO with general ledgers and Hackettstown monthly reports.
- Prepared monthly bank reconciliation and sub-ledgers for various accounts.
- Reviewed annual budget, payroll, and expense statements.

Honors and Activities

Member, MBA Finance Association

September 2004 – June 2006

- Created financial models by Excel
- Prepared research reports and participated in stock competition.

Volunteer Income Tax Assistant, VITA Program

January 2002 – April 2003

- Assisted individuals with preparing and filing tax returns.
- Verified information presented on tax forms and explained in detail any issues or concerns to clients.

Treasurer and Vice President, International Student Board

September 2001 – May 2002

- Developed and organized daily activities.
- Presented annual budget to the Board, and oversaw the spending. Recorded daily activities and provided year-end report.

Volunteer Activity Assistant, Heath Village Retirement Community

January 2002 -- May 2002

- Assisted the director with activities programs for senior citizens.

Tutor, Centenary College

January 2001 – December 2001

- Tutored students in accounting and helped them to improve their GPA.

Cum Laude, 2003

Dean's List, 2001 – 2003

International Student Scholarship, 2001 – 2003

Distinguished Leadership Awards, 2002 – 2003

Computer Skills

Excel, Word, Access and PowerPoint, DealMaven Certificated (Model), PeachTree and QuickBook

Yongyi Duan

Duan_22@cob.osu.edu

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SUMMARY STATEMENT

- * Solid understanding of the differences in management philosophy, decision-making and implementation methodologies between international and Chinese domestic corporations
- * 4 years of work experience solving large-scale logistics system problems such as information sharing, accessibility and security
- * Strong mathematical skills such as conducting analysis on various indexes to offer grounding for capacity planning, warehousing/sales/service network design, and risk projections
- * Excellent computer software and hardware application skills such as OLTP system architecture design, integration, as well as management, and data warehouse system design and implementation

EDUCATION

- * **The Ohio State University, Fisher College of Business**, Columbus, OH
Master of Business Administration, **Logistics and Supply Chain Management**, June 2006
- * **HuNan University, School of Business**, Changsha, HuNan, P.R. China
Bachelor of Business Administration, **Management Information Systems**, June 2000

EXPERIENCE

Shanghai Guo Chu (Bureau of National Resources Reserve) **Jie Hao International Corporation Limited**, one of the biggest state-owned logistics service company in east China

Systems Manager, Logistics & Transportation Division, May 2002 – June 2004

- * Played leadership role in implementing an e-business center, enabling the firm to make successful entry into multinational corporations' logistics sectors by increasing response speed from 10 to 3 days
- * Led a team of 12 system analysts and programmers to design and implement an information system based on web to enhance collaboration and resource-sharing among the organization's functional departments
- * Performed feasibility research on the firm's strategy of expanding within China's logistics service sector

Systems Analyst, June 2000 – May 2002

- * Dealt with IT development to improve the company's logistics service quality and efficiency
- * Collected various data and performed in-depth studies on the company's competitive position and demand changes and growth potentials for domestic logistics and transportation market

HONORS / ACTIVITIES

Fisher College of Business Operation and Logistics Management Association, 2004-2006

Excellent Students Scholarship, **HuNan University**, 1997, 1998, 1999

Excellent Extracurricular Leadership Awards, **HuNan University**, 1999

Vice President (elected), **HuNan University English Club**, 1997-1998

COMPUTER/TECHNICLE SKILLS

- * IBM Certified Advanced Technical Expert (RS/6000 AIX), April 2002
- * IBM Certified Solutions Expert (DB2, UDB), November 2001
- * Oracle Certified Professional (OCP), November 2001

Catherine Li

No. 6519 Rosemeadows Dr. Columbus, OH 43068

Tel: 614 2096976 Email: li_643@cob.osu.edu

Summary Statement: Senior operations manager with expertise in distributor management, workflow and strategy plan development, warehouse/shipping, export administration, budgeting, vendor negotiations and materials sourcing. Current career interests include management of a large-scale manufacturing facility located in the mid-west.

EDUCATION

The Ohio State University, Fisher College of Business, Columbus, OH

Master of Business Administration, Operations & Logistics, June 2006

Project Management Institute Shanghai China,

PMP Course, Obtained PMI Certificate, Dec 2003

HuNanUniversity, ChangSha, China,

B. A. in English & American Literature, June 1995

EXPERIENCE

Avaya (China) Communication Co, Shanghai

A global leader in communication systems, applications and services, Avaya designs, builds, deploys and manages networks for enterprises. Avaya was spun off from Lucent in 2000, with the headquarters in New Jersey.

Avaya Asian Pacific Achiever's Club, 2001- An award for the most outstanding employees in the year.

Avaya AP President Award, 2002 – An award for the employee who performed more than expected.

Sales Operations Officer, Feb, 2002 – July 2004

- | Participated in the Discount Control System design and implementation and reduced the overall discount level from around 70% to 62% off, the resulted monthly revenue increase is around \$ 500K.
- | Managed Tier one distributors by providing support to project, controlling inventory and monitoring AR collection.
- | Implemented Tier two partner recruitment policies and recruited over 40 tier two partners.
- | Supported the major projects such as Intel, Eli Lilly, Whirlpool, Semiconductor, and Thermo.
- | Designed and successfully switched the “sales out” measurement to “sales in” Quota measurement criteria which greatly increased the distributor loyalty.
- | Implemented new Sales tools.

Operations Manager, Oct. 2000 –Feb, 2002

- | Facilitated all the legal procedures when Avaya was separated from Lucent and became an independent company.
- | Established and supervised IT (one employee) & ARE (Avaya Real Estate, three employees) Departments . Established policies, working requirements, interviewed and selected the staff for both departments, supervised their daily work and appraised their performance.
- | Acted as Training manager and determined training course schedule and promotions.
- | Organized kick off meetings and other national meetings.

Lucent Technologies China,

Senior Sales Administrator, January 1998- October 2000

- | Coordinated Denver factor and the distributors in China to ensure timely delivery. Tracked order processing and shipment status and monitored RMA process.
- | Resolved order related issues such as late delivery, short shipment, damage upon arrival.
- | Collected monthly payments from distributors to meet Avaya account receivable standard.
- | Performed weekly shipment report, weekly funnel report and quarterly revenue report.
- | Conducted and organized regional marketing activity focusing on specific group of customers to promote new products.

Shanghai SVA DD & TT Company,

Customs Declaration Clerk, June 1995 – Jan, 1998

- | Declared customs for imported and exported goods

HONORS & ACTIVITIES

Fisher Operations Logistics Management Association

Fisher Finance Association

Fisher Consulting Association

OBJECTIVE:

To obtain a position as a Treasury / Steel Logistics Intern in Worthington Industries, Inc.

SUMMARY

Operations professional with integrated skills in corporate finance and project management
Four years of increasing responsibilities in engineering consulting industry
Areas of expertise include sensitivity and feasibility analysis, process control, quality control, and project management.

EDUCATION

FISHER COLLEGE OF BUSINESS, THE OHIO STATE UNIVERSITY, Columbus, OH

Master of Business Administration, June 2006 Current GPA: 3.63

Major: Corporate Financial Management

Minors: Logistics Management

NATIONAL TAIWAN UNIVERSITY, Taipei, Taiwan

Bachelor of Science in Chemical Engineering, June 2000

Taiwan Power Company Scholarship, 1996-2000

EXPERIENCE

CHINA TECHNICAL CONSULTING INSTITUTE (CTCI CORPORATION), Taipei, Taiwan

Top 100 International Contractor ranked by ENR (Engineering News-Record), specializing in refinery, petrochemical and energy fields. Clients include BP Amoco, DuPont, BASF, ESSO, ICI, and Westlake.

Process Engineer October 2002 - August 2004

Led and collaborated with a group of technical experts within CTCI to successfully complete the engineering design and cost estimation for several major petrochemical plants.

- Conducted quantitative and qualitative analyses to assess and determine feasibility of investments of chemical plants.
- Collaborated with the project manager to allocate technical work to Piping, Equipment, Electric, and I&CS depts.
- Coordinated departments in creating design and safety guidelines for fluid transportation.
- Provided feasibility study, technical design, and cost estimation to maximize the yield of the PTA (raw material for polyester) plant in which BP Amoco invested. BP Amoco increased revenue by 20% and reduced titanium material cost by 15% on this project.
- Performed technical design and procurement of critical equipment for PTA plant in which Dupont invested in ShangHai.

Instrumentation & Control System Engineer August 2000 - October 2002

Participated in engineering design, equipment procurement, field construction, and start-up of the largest PTA plant in the world. (Site location: Xiamen, China)

- Provided basic design, specifications and bid evaluation for the control system with a budgeted contract of \$1.5 million.
- Coordinated Process and Electric departments within CTCI, equipment suppliers and client.
- Performed 14-day inspection of control system supplied by Emerson Process Management in Singapore.
- Conducted the construction, pre-operation test and start-up of the control system.
- Led three groups of sub-contractors, totaling 12 members during the construction in Xiamen.
- Promoted to Process Engineer in the shortest time (in 24 months) ever recorded at I&CS Dept.

SUMMER INTERN, TAIPEI INTERNATIONAL CHURCH OF CHRIST, June 2000 - August 2000

- Completed extensive training in public speaking, networking and one-on-one communication skills.

ACTIVITIES & SKILLS

Fisher Finance Association, 2004-2005

Fisher Operations & Logistics Association, 2004-2005

Fisher International Advisory Council, Representative, 2005

Project Management Institute, Membership, 2004-2005

HOPE Worldwide, Group leader and long-term volunteer, 1997 – 2005

Computer Skills: Microsoft Office 2003, Adobe Acrobat, Bloomberg terminal training, Minitab, and Internet technology.

Language Skills: Fluent in Mandarin Chinese and conversational skills in Taiwanese and Cantonese.

In-Gu Arthur Lin

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Education

Ohio State University, Fisher College of Business, Columbus, OH

MBA Finance/Strategy, June 2006, 3.6 GPA, 700 GMAT

National Taiwan University, Taipei, Taiwan

Master of Arts, Journalism, June 2002

National Taiwan University, Taipei, Taiwan

Bachelor of Business Administration, Information Management, June 1999

Experience

Department of Defense Taiwan, Kaohsiung, Taiwan, (Infantry Training Institute)

Human Resources Management and Administration Officer, July 2002- Jan 2004

- Managed the human resource database for employee tenure, salary and bonus management
- Oversaw quarterly training budget, designed training program, and scheduled continuous education
- Organized the Army Leadership Conference for 200 troop leaders quarterly
- Received an honor certificate from Department of Defense Taiwan for outstanding work, 2004 (one of only two officers in Infantry Training Institute to receive this award)

ERAInfo INC., Taipei, Taiwan, A leading media conglomerate with 5 TV networks

Manager, Information Gathering and Distribution Center, July 2000-Feb 2001

- Established the Information Gathering and Distribution Center
- Supervised the creation of the content management system by leading a six member team to establish central database system with MS SQL, and led the deployment of the new system in ERA (TVBS) media group; resulted in a 20% decrease of total human resource cost
- Re-engineered the working process of editors; served as liaison between general manger, editorial department, and information technology department

HealthCity.Com INC., Taipei, Taiwan, An Internet based medical consulting virtual community

Co-Founder; Chief Operation Officer, Jan 2000-July 2000

- Established the online virtual community for medical consulting with 800 paid members in the first three months of operation
- Led entrepreneurial team of six members to conduct road show and perform the fund raising process by visiting individual investors and potential strategic alliance partners
- Created the operational strategy and the business model

Leadership Experience

- Member, MBA Finance Association, Fisher International Student Task Force
- CEO, first place winning team, Fisher Tycoon Simulation Competition 2004
- Established the Nedio Internet radio station at National Taiwan University
- Volunteer interpreter at Taroko National Park, February 2000-September 2004

Technical and Language Skills

- Programming and database management skills with expertise in C++, VBA, SQL and ASP
- Information system and network system design and implementation with specialties in derivatives arbitrage trading system and content management system development
- Financial modeling, linear programming, statistical analysis, Monte Carlo Simulation
- US Treasury Future Option trading and arbitrage strategy formulation, risk valuation
- Fluent in English, Mandarin, and Taiwanese

EDUCATION

The Ohio State University, Fisher College of Business, Columbus, OH
MBA, Marketing and Finance, Minor: Logistics, June 2006
DealMaven Certificate in Financial Analysis (Financial Model building)

National Sun Yat-Sen University, Taiwan
BBA, Major: MIS and Finance (GPA 3.7+), June 2004

Australian National University, Australia
Exchange Student, July-December 2002

Swedish School Of Economics and Business Administration, Finland
Exchange Student, January-September 2003

PROFESSIONAL EXPERIENCE

SHYANG Information Corp., Taiwan

SHYANG provides system integration for its clients and is both the pioneer and the leader of 2D barcode in Taiwan
Market Research Assistant, September 2003-June 2004

- | Created strategies of pricing model and multi-channel promotion/sales for international marketing
- | Led team of five people to conduct research and software-testing
- | Analyzed Pharmaceutical industry and created 4 target groups of potential customers: pharmaceutical companies, clinical research organizations, healthcare companies and drug sales channels
- | Researched websites of target companies for M-News, a pharmaceutical news software

NSYSU Cyber University, Taiwan

Course Management Assistant, October 2001-June 2002

- | Filmed IT and Financial classes in the studio
- | Edited and combined the video with course materials
- | Updated lessons and maintained on-line course website

Professor Lin Fan-Hui, National Sun Yat-sen University, Taiwan

Technology Management Project Assistant, September 2000-June 2001

- | Provided assistance with company interviews and case write-ups
- | Maintained website and performed administrative duties

HONORS & ACTIVITIES

- | Member of Fisher MBA organizations: Marketing Association, Finance Association, International Business Club, Entrepreneurship Club, MBA Student Ambassador, Operation and Logistics Management Association, Fisher Serves and Chinese Business Professional Association – VP Technology and Communication
- | Represented Thailand in General Assembly Plenary of National Model United Nation, NY, NY (2004)
- | Champion in National University Student Service Enterprising Competition, Food And Travel category(2003)
- | Represented Taiwan in 2001 Lee Shiu Summer Institute, HK; Topic: WTO(2001)
- | Chief of Public Relations in 7th MIS Student Association and MIS Camp(Sep 2001-Jul 2002)
- | Volunteered to teach children of single parents in the Gushan Elementary School(2002)

ADDITIONAL INFORMATION

Computer Skills

Programming Language: Java, PHP, ASP, Delphi, C, C++

Image Editing Software: PhotoImpact, Flash, Dreamweaver

Database: Oracle, MySQL, Microsoft Office, Windows, Linux, Cisco CCNA training

Language Skills

Mandarin, Fluent in English, Basic Conversation Skills in Spanish

JIH-PING WU

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EDUCATION

The Ohio State University, Fisher College of Business, Columbus, OH

Master of Business Administration, Marketing and Finance, June 2006

National Taiwan University, College of Social Sciences, Taipei, Taiwan

Bachelor of Arts in Economics, June 2001

PROFESSIONAL EXPERIENCE

Delta Electronics, Inc., Taipei, Taiwan

A worldwide No.1 power supply company.

Project Manager, November 2003-August 2004

- Managed key projects for power system development for Intel, HP, IBM, Sunmicro, and Unisys.
- Achieved sales of \$23 million by meeting HP mass production schedule through effective teamwork.
- Managed 35 DC/DC converter R&D team members.
- Coordinated cross-functional departments such as sales, procurement, QE/QA, and production, over 100 people and 4 countries (Taiwan, Japan, Thailand, and USA).
- Monitored R&D and production within budget. Achieved DC/DC converter design and mass production ahead of schedule for Intel CPU and HP server systems. Won 'Best Supplier' awarded by HP.
- Proposed efficient R&D service process such as customer feedback and data transmission systems to enhance customer satisfaction. Reduced feedback and reaction time by 20%.

Sony Electronics Marketing of Taiwan, Taipei, Taiwan

Marketing Planner, September 2002-April 2003

- Initiated marketing strategies for target market: pricing/sizing, product lines, promotion evaluation, advertising and product introduction plan, channel distribution. Constructed annual marketing budget.
- Managed LCD TV, LCD projector, LCD monitor, IP camera, Network player, and Photo printer.
- Developed competitive analysis to identify Sony's distinct market position and differentiate it from competitors.
- Organized LCD TV marketing tactics. Persuaded Sony Headquarters to introduce 30-inch LCD TV to Taiwan market. Won No.1 market recognition and achieved 150% of sales target in the first three months.
- Analyzed LCD monitor market with full competitive analysis and negotiated with Sony Headquarters for 30%-lower cost. Doubled LCD monitor sales and market share in high-end market.
- Created a fashionable LCD monitor brochure. Won 'Best Design' out of 10 sales companies – awarded by Sony Headquarters. Sony Singapore and Sony Thailand adopted the brochure as model.
- Directed monthly sales/inventory review and forecast meeting with 5 main-channel sales managers. Reduced 30% inventory of LCD monitor by initiating effective dealer promotion campaigns.
- Co-managed sales staff of 70. Displayed explicit marketing strategy and sales target. Realized 300% sales increase for LCD projector within three months by re-targeting high-end dealers.
- Performed marketing research and implications.

Epoque Corporation, Taipei, Taiwan

An international LCD projector ODM/OEM company

Sales Supervisor, July 2001-August 2002

- Proposed market expansion strategy to enhance company brand image and market awareness.
- Maintained 3 key customers and contributed to 350% sales increase within five months.
- Supervised team of 5 to expand \$45 million worldwide LCD projector ODM business.
- Negotiated with worldwide CEOs for trade terms and conditions in electronic tradeshow: CeBIT in Hannover, Germany; Comdex in Taipei, Taiwan; Infocomm in Las Vegas, NV. Created 15 new ODM partners.

ACTIVITIES AND SKILLS

- Fisher MBA Marketing Association, International Business Club
- MS Word, PowerPoint, Excel, Outlook, Internet

Hai-ran (Kelvin) Xu

#87 Rosegate CT, Reynoldsburg, Columbus, Ohio State, 43068

614-260-3608, xu.199@osu.edu

OBJECTIVE To obtain internship where I can leverage 5 years of financial experience in Multi-national Companies, specializing in day-to-day financial operation, data analysis, process analysis and risk assessment

EDUCATION *The Ohio State University, Fisher College of Business* **Columbus, Ohio**
MBA, Finance and Marketing, June 2006

Fudan University, Business School **Shanghai, China**
Bachelor of Economics in Business Management, June 1999

EXPERIENCE *Hewlett-Packard (Shanghai) Co., Ltd.* **Shanghai, China**
Financial Supervisor of Global Delivery China Center January 2003-August 2004

- Monitored financial operation of software outsourcing business, managed cash flow and bank account, monitored accounts receivable, and financial reporting
- Facilitated Sarbanes-Oxley audit review through interviewing control owners, documenting control risks if any and designing control mechanisms such as cross-check of revenue recognition
- Facilitated internal acquisition of two satellite software centers in Beijing and Dalian, performing due diligence, asset evaluation, risk assessment and business forecast
- Facilitated completion of business plan of GDCC by creating billing structure of offshore service

KPMG CPA Firm Shanghai Office **Shanghai, China**
Audit Supervisor November 2001-May 2002

- Joined IPO of China Telecom and China Mobile, responsible for system compliance test, substantive audit of revenue, short-term investment and ROI analysis
- Led annual audit for local manufacturers, composing auditor's report, and auditing financial statements and composing management letter

Ernst & Young CPA Firm Shanghai Office **Shanghai, China**
Audit Supervisor July 1999-October 2001

- Managed audit team of 3-5 people to complete audit projects of audit fee amounting to \$120,000 during peak season
- Led annual audit of subsidiaries of Intel (High-tech), ABB (Manufacturing), Eli Lilly (Pharmacy), Coca-Cola (FMCG) and McDonalds (Fast-food); responsible for auditing inter-company investment and analytical review of finance system
- Led IPO audit and due diligence of a series of small Hi-tech businesses in China, coordinated with investment bankers, client and audit teams
- Recognized as one of the top 10 staff out of 80 for most billable hours among first-year staff
- Achieved the title of "King of Casting" in annual casting match, a professional skill competition in Ernst & Young Shanghai Office

SKILL • Proficient in using Microsoft Word, Excel, PowerPoint and Statistical Analysis Software (such as Minitab) and Internet Application

Wenqiao Ye

Cell Phone: 614 260 3902
Email:Ye.54@osu.edu

To obtain a summer internship in your company that will allow me to utilize and enhance my analytical skills in identifying the problems and making investment decisions based on financial models and quantitative information in the field of corporate finance.

Education

The Ohio State University, Fisher College of Business

Columbus, Ohio

MBA, Corporate Finance, June 2006

DealMaven Certification in Financial Analysis, 2004

University of International Business and Economics

Beijing, China

Bachelor of Accounting, 2002, GPA: 3.7/4.0, Top 5% of class

Experience

TCL Corporation, leading electronics company in China

Financial Department TCL Overseas Holdings Head Office

Hong Kong

Accountant and Financial Analyst,

12/2002-09/2004

- | Managed Overseas Branches Financial Operation in India, Singapore, Germany, and the Philippines, consisting of 50 people,
- | Analyzed monthly financial reports and consolidations; reduced time length for preparation for financial reports from 7 days to 4 days;
- | Served as the liaison between Corporate head office and overseas Hong Kong head office in Hong Kong headquarter, reporting the operation results of overseas business and coordinating the daily financial issues;
- | Identified the key point in the price strategy, resulting in a 10% increase in revenue during the quarter;
- | Prepared budgeting and performed data analysis of financial reports for the management; improved efficiency of operation through branch analysis for reducing overtime expenses by 35% and improving the quality of reports;
- | Promoted for best performance in the company (out of 50 people at the end of 2003); the youngest analyst in TCL Hong Kong Head Office;

PricewaterhouseCoopers

Beijing, China

Auditor

08/2002-12/2002

Auditor (intern)

08/2001-06/2002

- | Performed consolidations and data analysis of corporations; performed accounts auditing, including cash and cash equivalent, note payable and account payable;
- | Managed a group of 4 people to stocktaking for a foreign-owned medical corporation;
- | Recognized by the management as one of the best-performed staff out of 200 people based on excellent job evaluation;

RICOH Asia Industry (Shenzhen) Ltd

Shenzhen, China

Assistant Accountant (student intern)

06/2001-07/2001

- | Performed budgeting and financial analysis on the sales and inventory management financial data;
- | Traced, confirmed and closed accounts for most of employees' expenses advances and allowances;

Honors and Activities

- | The Ohio State University Graduate Merit-based Scholarship;
- | Member of MBA Finance Association and Marketing Association, Fisher;
- | First-class Scholarship and Second-class Scholarship in the University of International Business and Economics (1998-2002) as one of the overall best-performed students out of 40 students.

YUAN ZHOU

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Tel: 614-2844626 Email: Zhou.179@osu.edu

SUMMARY STATEMENTS

Eight years of increasing responsibilities in multinational manufacturing companies. Areas of expertise include vendor negotiations, material sourcing, forecasting, warehousing, import/export, customs administration, customer service, team building, team management, and cross-functional operations.

EDUCATION

The Ohio State University, Fisher College of Business, Columbus, OH
Masters in Business Administration, Operation and Logistics, June 2006

China University of Geosciences, Wuhan, China (1988 - 1991)
Bachelors, English, June 1991, GPA: 3.6

WORK EXPERIENCE

GATEHILL INTERNATIONAL LTD. (March 1998 - August 2004)

A British manufacturing company located in China that exports all of its products overseas. Clients include Staples, Lexmark, Samsung, Boise, Xerox, Katun, DMX, Guilbert, etc,

Trainee Manager of Identified Floating Objects cell (April 2004 - August 2004)

- Participated in the management of the transfer process of several engineering projects to production
- Designed, developed and increased the IFO cell from eleven people to forty people through analyzing business trends, scheduling organizational functions, and hiring
- Established operation procedure in purchasing, warehousing, IQC, I/E and production
- Trained 6 new employees in warehousing, purchasing, order-processing, shipping and MRP system.
- Sourced vendors for new engineering projects, which range from plastics, magnets to PCB.
- Reduced the material cost by 10% and the material defective rate by 20% through vendor sourcing, negotiation, and vendor management.
- Verified the warehouse data and maximized the utilization of material through schedule tailed purchase and production schedule

Supervisor of Import/Export & Customs Department (February 2002 – March 2004)

- Built a team of six employees by identifying functional responsibility and hiring team members
- Communicated with production, sales and forwarders to schedule import/export plan
- Sourced and negotiated with proper forwarders, such as Exel, K&N, Mearsk, and Expeditors
- Reduced the import shipping cost by 30% with the same volume delivered by negotiation with forwarders; detailed the logistic scheduling and import consolidations.
- Established and maintained good relationship with customs. Reduced the customs handling cost by 50% and reduced the customs penalty by learning the customs rules, establishing detailed game rules and communicating frequently with different parties

Supervisor of Customer Service, Export & Customs Department (April 1999 - February 2002)

- Built a team of eight employees by identifying functional responsibility and hiring team members
- Designed and wrote ISO procedures on customer order handling, export and customs operations
- Communicated with sales, marketing, and engineering on new contract and new product. Supported sales/marketing activities by attending international exhibitions, (ie. Paper World Fair in Frankfurt, 2002)
- Communicated with customers in five continents and more than twenty countries
- Coordinated with production, QA and engineering in order processing to smooth on time delivery

Coordinator of Export Team (March 1998 - April 1999)

- Sourced proper forwarders and negotiated pricing and operations procedures with forwarders
- Reduced shipping cost by adopting proper shipping models
- Assisted customs clearance by providing export schedule and customs documents

PHOENIXTEC ELECTRONIC LTD, Taiwan, Sales Assistant (January 1996 - March 1998)

- Communicated with three main customers, MGE in France, Omron in Japan and Liebert in USA
- Communicated with forwarders to arrange the export
- Created production schedule on the basis of sales forecast and by running MRP

PRODART ELECTRONIC CO., Hong Kong, Translator (November 1994 - August 1995)

DOLI COSMETIC CO., city, Korea, Interpreter (November 1993 - August 1994)